

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF TAXES**

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Jurisdictional Class: **Competitive**  
Date Adopted: **May 24, 1996**  
Date Revised: **Feb. 14, 1997, March 2, 1998**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for maintenance of all delinquent tax records, in compliance with New York State prescribed regulations. The incumbent also works with the County Treasurer and the County Real Property Tax Office to coordinate the annual public auction. The work is performed under general supervision of the County Treasurer. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Records and enters all delinquent tax payments, corrections, charge backs and adjustments in both computer and delinquent tax lists;  
Corresponds concerning delinquent tax accounts with taxpayers, banks, attorneys, real estate offices, etc. regarding tax status of properties;  
Performs yearly settlement with all Town Tax Collectors in June;  
Verifies totals and sends out delinquent tax notices;  
Performs yearly settlement with all School and Village Tax Collectors in November;  
Verifies totals and prepares list of relevies for Real Property Tax Office for January Town and County tax bills; balances tax payments with Treasurer's Accountant monthly;  
Prints installment agreements for affected taxpayers, obtains signatures and receipts down payments;  
Follows procedures mandated by Real Property Tax Law with respect to notices, letters, advertising, filings, etc. for collection of delinquent taxes;  
Accepts tax payments and issues receipts;  
Coordinates annual tax sale (public auction) with County Treasurer and County Real Property Tax Office by; preparing list of eligible parcels;  
Coordinating title searches with abstract companies;  
Sending notices to property owners and lien holders;  
Preparing tax sale advertising;  
Coordinating bidder registration and keeping track of successful bidders;  
Sending notice of balances and filing fees due to successful bidders;  
Prepares a variety of records and reports, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices relating to tax collection and the preparation of delinquent tax bills; good knowledge of the principals and techniques involved in maintaining and checking tax accounts; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to perform arithmetic computations; ability to establish good working relationships with taxpayers, attorneys, and town, village and school district tax officials; ability to understand and follow detailed oral and written directions; ability to work well with others; accuracy; dependability.

Last Reviewed: 3/02/98  
Last Updated: Feb. 14, 1997, March 2, 1998  
Reviewed By: n/a  
Last Reallocated: n/a

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### **MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Completion of sixty (60) credit hours in a regionally accredited or New York State registered college or university with a major concentration in public or business administration, economics, or a closely related field and two (2) years of experience in the maintenance of tax or financial records; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience in the maintenance of tax or financial records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.